

NATIONAL WEATHER SERVICE INSTRUCTION 1-405

September 4, 2003

Administration and Management

Human Capital, NWSPD 1-4

***MAINTENANCE AND OPERATION OF THE
NWS EMPLOYEE RESOURCES AND BEST PRACTICES WEB SITE***

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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signed	8/21/03
I. T. David	Date
Chief Financial Officer/Chief Administrative Officer	

**Maintenance and Operation of the
NWS Employee Resources and Best Practices Web site**

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1. Purpose. The Employee Resources and Best Practices Web site was designed as a one-stop source for employee resources, products, and services of the National Weather Service (NWS), National Oceanic and Atmospheric Administration (NOAA), Department of Commerce (DOC), and other Federal agencies. The Best Practices section of the Web site showcases the operational excellence of NWS offices by documenting their superior performing programs.

2. Focal Points. The Web site will be maintained by the following offices:

- a. Management and Organization Division (CFO3), Office of the Chief Financial Officer/Chief Administrative Officer: Review and identification of Employee Resources and Headquarters Best Practices items;
- b. Chief Information Office (CIO): Design, upkeep, and posting of employee resources and Headquarters best practices Web site items
(W-CFO.Webmaster@noaa.gov) and network and security issues.
- c. Regional Offices - Information Technology (IT) focal points are responsible for uploading regional Best Practices items to the NWS Headquarters server (see

<https://bestpractices.nws.noaa.gov/contents/bestpractices.php>). IT focal points are individuals designated by Regional Office Directors to maintain their Best Practices Web site links.

3. Requests to Post Information to the Employee Resources and Headquarters Best Practices Sections. NWS Headquarters offices, regional offices, and the National Center for Environmental Prediction (NCEP) may submit information items and links to CFO3 for posting on the Employee Resources and Headquarters portion of the Best Practices Web site using the following procedures.

3.1 Submission of Informational Items/Links. Offices should use the attached form (Appendix A) for submitting informational items and links to CFO3 for posting. Only submissions authorized by an Headquarters or Regional Office Director will be accepted. CFO3 will not accept submissions which have not been approved by Headquarters or Regional Office Directors and they will be returned. All information is submitted to CFO3 ready to be posted ("camera ready"). Allow CFO3 five working days to acknowledge a submission.

3.2 Review of Submissions. Each submission will be reviewed for appropriateness for the Web site.

- a. If the submission is simply informational (e.g., NWS Focus article), CFO3 will make a decision whether to post it or not within 10 working days after submission unless additional information is requested (see Section 3.3); however,
- b. If the submission is editorial, outlines a new NWS policy or procedure, or substantially programmatic, it will be reviewed by the Workforce/Human Capital Committee for appropriateness. A decision will be made within 20 working days after submission unless additional information is requested (see Section 3.3).

3.3 Requests for Additional Information. CFO3 may request additional information. If so, the originating office should provide a response within five working days after requested. If additional information is requested, the decision deadline is extended another five working days (e.g., 15 or 25 working days contingent on whether Workforce/Human Capital Committee review is needed).

3.4 Acceptance/Rejection of a Submission. CFO3 will inform offices if their submission is accepted or rejected within three working days after a decision is made.

4. Posting Procedures. CFO3 will submit items or links to the Webmaster for posting within three days after a submission is accepted or rejected. The Webmaster will have an additional three working days to get the item or link posted.

4.1 Maintenance and Updating of Employee Resources and Best Practices Web Site Materials. CFO3 will review the Employee Resources and Best Practices Web site pages on the

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first business day of the month on a quarterly basis (January, April, August, December) for dated items and broken links. If CFO3 staff notice items that include broken links or appear to need updating, they will notify offices who made submissions for their review of the submitted item(s) or link. However, CFO3 will not “own” the submitted item(s) or link. Offices should review their own submissions since they are primarily responsible for updating the item(s) or link and coordinate with CFO3.

Appendix A

**Request to Post Items to the
Employee Resources and Headquarters Best Practices Sections
of the Employee Resources and Best Practices Web Site**

Name of Employee	
Work Address (include name of office):	
Work E-mail Address	
Work Phone Number	
Description of the Recommended Item (attach documents to this form, if needed)	
URL Address of Link (if needed)	
Suggestion for where to post recommended item	
Authorized by (i.e., Headquarters or Regional Office Director)	
To be Completed by CFO3	
Suggestion Approved by (include date)	
Suggestion Posted on	